NORTH SCOTT COMMUNITY HIGH SCHOOL BANDS

HANDBOOK OF INFORMATION

1960 - 1961

Melvin E. Heiler
Principal

Wilbur D. Bakehouse
Director

MUSICIANSHIP: LEADERSHIP: FOLLOWERSHIP: CHARACTER: CITIZENSHIP

Preface

In order to reach the highest standards of excellence possible, it is necessary that all members coming into the North Scott Community High School Bands acquaint themselves with the regulations, procedures, and traditions of these organizations. We believe that this Handbook will help you in many ways. Whenever a question arises in your mind, first look in your Handbook, then consult one of your officers. If you do not find the answer here, then see your Director.

This Handbook is for your convenience. We hope you will make use of it during your membership in one of the North Scott Community High School Bands.

THE NORTH SCOTT COMMUNITY HIGH SCHOOL BANDS

First Band

The First Band is the main representative group of our Band Department. Acceptance is by audition, and is based on musicianship and character. Members of the First Band are issued the navy blue band uniforms.

Marching Band. During the football season for parades and other marching appearances, the First Band forms the Marching Band. Besides the players, this organization consists of the Drum Major, Twirlers, Color Bearers, and Color Guards. Minor changes will be made within the instrumentation for the Marching Band.

Concert Band. The Concert Band participates in the non-marching appearances made by the Band. It presents the Fall, Winter and Spring home concerts, represents the school at concerts presented at other schools, and participates in Music Festivals as scheduled.

Cadet Band

Membership into the Cadet Band is open to all students wishing to participate in the Band Program and not qualified for First Band. Members of the Cadet Band may challenge members of the First Band for their positions from time to time. They may take the place of first band members upon their absence.

Pep Band

The Pep Band is used primarily for pep assemblies and at basketball games when the coaches desire such a group. The Pep Band is made up of volunteers from First Band.

Challenges

Students are assigned to chairs in their respective sections according to the Director's best estimate of their playing ability. For a well balanced section it is neseccary for strong players to be placed on each part. Any student wishing to move up in his section may do so by challenging the person next ahead of him on the roster, but may move only as far as the first chair, first stand of the section he plays. The loser of the challenge must wait six weeks before rechallenging the same party. The winner may challenge the next person in the section immediately. A dated challenge slip containing the signature of the challenger and the challengee will be filed in the Director's office. The Director will hear as many challenges as he has time for, and if the time is limited he will appoint someone who is competent to hear the remaining challenges -- with the consent of the ones playing off the challenge. The Director will determine the number of challenges to be played per week. If either party is not present, the challenge will be forfeited to the one present, unless

Uniforms

The North Scott High School Band is an organization of which you should be proud to be a part. You should, therefore, give the very best care and attention to the band uniform, and in no way become careless with it. If you do not respect it enough to care for it, there is always some one eager to take your place.

1. The uniform issued by the school consists of coat, trousers, hat, plume, vest and shoulder ornaments (2). Any of these articles which are lost or damaged will be paid for by the student.

2. Articles of the uniform to be supplied by each band member are: black shoes (solid oxfords), solid navy blue socks, navy blue tie (no bow ties), and long sleeved white shirt with standard collar (man or boy's shirt with fitting dress collar. Not rounded or buttoned down.) No blouses! A Windsor knot must be tied for each performance.

3. Suspenders are to be worn with the uniform trousers. They afford a neater appearance, better fit, and will be more comfortable.

4. You are expected to make minor adjustments in fit, so it is to your advantage to get a uniform that fits you as closely as possible.

5. Uniforms, with the exception of the hat, should be cleaned when necessary to assure good appearance at all times.

6. When you are in uniform, you are required to wear the complete uniform for the occasion. Do not remove coats or hats unless given permission by the Director or one in authority.

7. Band members should remove hats when entering a building or during a prayer.

8. Periodic inspections will be made.

9. No colored fingernail polish.
   No excess jewelry (1 watch, 1 ring)
   No pin curls or curlers.

10. Every band member is to have his uniform dry cleaned before turning it in at the end of the school year.

11. All new band members should consult officers about proper display of uniform.

Instruments

Most instruments used in the North Scott High School Band are privately owned. However, some of the more expensive instruments are owned by the school. It is your responsibility to keep your instrument <u>polished</u> and <u>in good working order</u>, whether it be school owned or privately owned. Whenever your instrument is damaged, you are hindering your band, and possibly an ensemble, from playing up to their full capability. Therefore,

every band member must take excellent care of his instrument.

Inspections

Before marching and concert appearances separate inspection will be held by the Rank Sergeant or Section Leader. Every band member must be present in his assigned place, with instrument, at the designated time. Each band member will stand at attention till after he is inspected, when he will remain at ease. No bandsman shall speak during inspection unless spoken to by an officer.

Music

Bandsmen are at liberty to check out from the library any music they wish. Anyone checking out music will be held responsible for its return in good condition. Do not tear, fold, or mutilate music in any way. Charge for loss or mutilation will be:

A - march size, $.25 per part

AA - octave size, $.50 per part

AAA - overture size, $1.00 per part

Solos and ensembles - Cost of replacement, $.50 to $3.00

Music placed in the band folders is automatically signed out to those bandsmen assigned each folder. All bandsmen are held responsible for the music in their folders accordingly.

The procedure for borrowing music from the library will be as follows:

1. Fill out a "music borrowed slip" completely. These may be obtained from the librarian.

2. Present slip to one of the librarians.

3. Be sure you get exactly what is asked for on this slip. You are held responsible for what appears thereon. (This slip is kept by librarian)

4. Music will be returned at the time designated by librarian.

5. Be sure you get the "music borrowed slip" back when you return the music.

No music will be borrowed unless checked out through one of the librarians.

If a bandsman is unable to attend a rehearsal, it still remains his responsibility to get the music to the rehearsal. Failure to do so is subject to demerit.

Notes or changes on music should be made when necessary but only with a soft lead pencil. Never use ink or crayon. Subject to demerit.

Music Folders

Two students are usually assigned to each folder. Both are held responsible for its contents. If your folder fails to have all the music when issued, report it to the librarian at once.

A student may take any music from the folder assigned to him, however, he is not permitted to take music from another folder.

All folders will be returned to the proper place at the end of each rehearsal or appearance.

Music that becomes lost or mutilated will be charged to the student. (See under heading "Music")

Your individual folders are used in public as they are in your rehearsal. In order to give a good impression you are requested to refrain from mutilating the folders in any way. If your folder becomes damaged you may receive a new one from the librarian. Keep a Neat Looking Folder at All Times.

All music is the property of the North Scott Community High School and may not be used in or by any other organization or group or individual without the written permission of the director.

Fees

1. Uniform - A fee as set by the Music Boosters Organization is charged every student checking out a uniform during the school year. It is to be paid within six weeks unless permission is obtained from the Director.

2. School Owned Instruments - A fee of $15 is charged every student checking out a school owned instrument during the school year. These fees must be paid by October 1 unless permission for a delay is granted by the Director.

These fees are necessary in order to help replace both uniforms and instruments which deteriorate with time through fair wear and tear.

Every student accepting a uniform or instrument, or both, is held responsible for keeping each in good condition at all times. Any damage resulting while in his possession will be paid for by the student.

Band Officers

Your Band Officers are selected with great care by both students and the Director. A GOOD BANDSMAN WILL ALWAYS DO HIS SHARE TO HELP THE OFFICERS WITH THEIR DUTIES AND RESPONSIBILITIES. The following officers pertain to the first band, and are selected at the end of the school year. Second band officers are chosen at the beginning of the school year in a manner which the Director sees appropriate.

The director reserves the privilege to remove from office anyone whom he thinks undeserving or incapable of an office.

Officers for the next year will be selected before the handbook is revised so they sit in on the revision.

Band President (Band Captain of Marching Band) - Candidates for band president are chosen by the Director with final choice made by the band. At all appearances, he is the Senior Officer and responsible only to the Director.

Duties: 1. Student representative of the band.
2. Conduct all business meetings of the band.
3. Appoint committees for social events, ticket sales, publicity, etc.
4. Promote band activities, social, educational, etc.
5. Co-ordinate all student officers.
6. Report to the Director any problems or suggestions that may improve the band programs.

Band Vice President - The Vice President is chosen by the band. In the marching band he is assistant to the Captain with rank of First Lieutenant and assumes the Captain's responsibilities upon the Captain's absence. In the Concert Band he must be able to assume the President's duties, he serves as committee chairman and assists the president wherever possible. He keeps a record of merits and demerits and probations.

The Band Secretary-Treasurer - Elected by the band.

Duties: 1. Handle band correspondence.
2. Type band reports and letters.
3. Mimeographing.
4. Assist in keeping band scrapbook.
5. Record band activities and history.
6. Keep attendance records.
7. Handle financial matters.

The Band Publicity and Business Manager - Elected by the band.

Duties: 1. Keep records.
2. Keep band scrap book.
3. Make and keep calendar up to date.
4. Direct ticket sales.
5. Assist on trip arrangements.
6. Make and distribute programs or continuity sheets.
7. File photographs,,programs, etc.
8. List band personell for trips, etc.
9. Direct and devise all publicity.
10. Contacts - radio, TV, newspapers, organizations.
11. Make and place posters.

Head Librarian - (Preferably a Senior) - Selected by Director and Head Librarian of previous year.

Duties: 1. Take charge of library and music catalog.
2. Keep complete index of all music.
3. Stamp and process all new music.
4. File all music.
5. Make up concertor field folders.
6. Repair and replace old worn music.
7. Issue and collect music.
8. Check music in and out.
9. Collect fines on lost or mutilated music.
10. Compile order for missing parts to give Director.
11. Keep file of programs and program notes.

Assistants - One Junior and one Sophomore, appointed by Head Librarian and Director.

Equipment Manager - elected by band.

Duties: 1. Supervise all matters pertaining to uniforms (inventory, issuing, repairing, etc.)
2. In charge of band equipment except instruments and music.
3. Keep record of school instruments and equipment.
4. In charge of loading and transporting equipment.
5. See that cleaning equipment is available.
6. Set up band equipment (chairs and stands) before rehearsal and concert.
7. Keep rehearsal room in order.

Concert Section Leaders

Section leaders will be, in most cases, the first chair players in each section. The duties are to see that section functions properly, proper parts are being played and played properly. The section leader checks the cleanliness and condition of instruments and the necessary equipment. He assists in uniform inspections before concerts. MAY RECOMMEND DEMERITS TO AN OFFICER. Appointed by president and approved by the Director.

Drum Major - In charge of Band at all marching appearances. He is responsible only to the Director. He is chosen by Director.

Head Twirler - Arranges routines for twirlers and sees that they are properly executed. Calls rehearsals for twirlers when necessary. Checks twirlers for appearance and equipment. Majorettes are part of the band and shall abide by all rules and regulations set up for the regular Band members. Chosen by Director or as he sees fit.

Color Guards

Color Guards are subject to all rules and regulations pertaining to the Band. They may receive an award for fulfilling all responsibilities. The Color Guards will be nominated by the Student Council. The Color Guards must attend executive meetings.

Awards

In order to encourage proficiency in performance and devotion to duty various awards are made to those bandsmen who meet the necessary requirements for those awards.

Band Letters - may be won by meeting three requirements:

a. Earned at least 650 points.

b. Been a member of the Concert Band as a High School student for at least two years.

c. Maintain at least a B average in Band.

Points may be won as follows:

	Points
I. Lessons	
1. Beginners Book Completed	100
2. Intermediate Book Completed	100
3. Advanced Book I Completed	100
4. Advanced Book II Completed	100
II. Participation	
1. Member of Senior Band - One Year	50
2. Member of Junior Band - One Year	50
3. Chamber Music - Public Performance	10
4. Pep Band - Per Game	5
III. Service	
1. All Officers	50
2. Student Director	50
IV. Musical Miscellaneous	
1. Mastery of Solo, I to III difficulty (Limit 3 solos each grade)	25
2. Personal Public Performance (Limit 3 solos per year)	25
3. Mastery of solo, Grade IV or harder	50
4. Mastery of four Scales (One Major and three related Minors)	10
5. Winner of Solo Division in State Contest	50

V. Loss of Points

Band members who are tardy or miss lessons or rehearsals, miss performances, fail to comply with rules and regulations as established,

and neglect their duties as bandsmen will be dealt with as follows:

Penalty of 100 Points will be assessed against offending band member.

First Chair Awards:

Special first chair pin awards will be made to those band members who win first chair in their section and hold that position a total of three nine-week periods including the fourth nine week period.

Point System for Grading Purposes

All band members are given band grades at the end of each nine week period. A part of this grade is based on a system of points as follows:

At the beginning of each nine week period each student is given 200 points. His following the band rules completely will result in his maintaining these 200 points throughout the grading period. Grades are established as follows:

A - 200-175
B - 174-150
C - 149-125
D - 124-100
F - Below 100

Demerit Points - Demerit points are as follows:

1. Unexcused absence from any regular ensemble section or band rehearsal 5
2. Unexcused absence from any appearance of band or ensemble 25
3. Tardy 2*
4. Handling equipment of others 25
5. General disorder during lesson, rehearsal or concert
   a. Talking without permission 2*
   b. Playing between numbers 2
   c. Disrespect 10
   d. Gum chewing 2*
   e. Obscene language 25
   f. Insubordination 25
   g. Not paying attention 2
6. Failure to have proper equipment 10 - 25
7. Poor posture 2*
8. Instrument not put away properly 10
9. Music folder not returned to storage 5
10. Smoking in uniform 25
11. Unsatisfactory inspection 5
12. Breaking formation 5
13. Improper display or misuse of uniform 15
14. Being in Director's Office without permission 25

Rehearsals

Rehearsal time is considered very valuable. Do not be careless and waste time. Cooperation with the officers and Director is absolutely necessary at all times. The following regulations are the foundations of our rehearsal procedure.

1. Warming up of instruments softly by running over scales or a warm-up exercise prescribed by your teacher will be enforced. Drummers, after they have adjusted their drum heads, should confine their warm-up to flexing the wrist and arm muscles, and assembling the necessary equipment for the rehearsal. The use of a practice pad is recommended. Try to improve your tone instead of ruining it during the warm-up period. Never "blare" or "crack" your bell. All this is subject to demerit.

2. A student is considered tardy if he is not properly seated and ready to play one minute after the tardy bell rings.

3. When the conductor steps on the podium or behind the conductor's rack, all conversation will cease. At intervals during the rehearsal, the conductor will step from the podium, allowing for talking in a normal voice. (Except when Director goes to section to give help.)

4. If, at any time during the rehearsal, you wish to tune your instrument, get permission from the Director. No "noodling," or playing between numbers will be allowed at any time.

5. Bandsmen are required to bring all necessary equipment to every appearance and rehearsal. This includes:

   a. instruments (in good playing condition)
   b. stand (where not provided for)
   c. all music
   d. mute (as required by Director)
   e. <u>three</u> playable reeds
   f. for drummers - two pair of drumsticks, 2B for concert and 2S for parades and field work.

6. There will be no chewing of gum or eating of food at any time during a rehearsal or appearance.

7. The band room should be kept as neat and orderly possible. All instruments will be kept in their respective racks. Owners of misplaced cases will receive demerits.

8. Practice rooms are for practice only.

Extra Rehearsal

Extra full band rehearsals are vitally important and regulations are in effect at these times also. The presence of every student is definitely required. As there are so few extra rehearsals during the year, it is a serious offense to be absent except in cases of serious illness. These rules will be strictly adhered to at all times.

Sectional Rehearsal

Sectional rehearsals are very important in offering extra practice in band work. Whenever a section leader, group, or ensemble decides to meet, it is the responsibility of each student to be present. Subject to demerit.

Public Appearances

Every member of our band is expected to attend every engagement in which the band participates. If he is unable to be there because of illness, he must notify the Director as early as possible. No band member is permitted to leave the organization in advance of group dismissal at any time unless he has been excused by the Director.

Regulations regarding rehearsals are also in effect during all public appearances.

Band members must report to the designated place at the time stated in order to prepare for the appearance.

In going to and from these engagements, the band travels as a unit, unless they have been otherwise directed. Each student is personally responsible for all his own equipment whether school or personally owned.

Whenever a band engagement is held, conduct yourself in a manner befitting your band and school, so as to reflect only good credit on your organization.

Football Games

The band is an important part of the football games. Members should make every effort to make the Band's part an outstanding one.

The following rules are to be followed:

1. Sit in assigned seats during the game and do not move about.
2. Do not take refreshments into the band section.
3. Return to your assigned seats at the time specified after the opening ceremonies and after the half-time show.
4. No one but uniformed personnel is allowed in the Band Section.
5. Avoid "clique" cheering - cheer only with the cheer leaders.
6. Watch the Director at all times when he is standing at front of Band.

7. Treat visiting directors and other guests courteously.
8. Be completely uniformed at all times.

Do Not Remove Caps.

Parade Regulations

Another function of the Band is to appear in various parades in this vicinity.

The following rules are to be followed:

1. No talking at any time on parade route.
2. No one shall break rank unless he has the permission of an officer.
3. Stand at attention unless given at ease. When standing at ease, no one should be moving around or talking.
4. No person shall sit or kneel in the road unless given permission from the Director.
5. No eating in the line of march (ice, food, gum, pop, etc.).
6. On the command "band rest" bandsmen may talk in normal conversational tones and move about in the immediate vicinity of the formation.

Information regarding each appearance, rehearsal or drill, or anything concerning the Band is always posted in advance on the bulletin board. It is the responsibility of each individual to keep himself informed. Read the bulletin board daily.

Miscellaneous

The instrument storage room is to be used for instruments and any musical equipment.

There will be no playing of instruments in the instrument storage room except when given permission by the Director.

The roll down doors on the uniform storage closet are not to be moved up or down by students.

The practice of music has preference over studying in the practice rooms. Students using the practice rooms are to close the windows and turn off the lights when they have finished.

All folders are to be kept on the cofrect shelves.

Conduct in the Band Room shall be above reproach at all times. Subject to demerit.

Conclusion

Violation of any rules so stated in this Handbook is subject to demerits. Supplementary rules can be added by the officers during the year. They will be posted periodically on the bulletin board and considered part of the Handbook.

We hope you will use this Handbook in your efforts to benefit the Band. It is our desire that your stay in the Band will benefit both you and the organization. It is impossible to include solutions for all the decisions which you must make in relation to Band. However, by following this Handbook thoroughly and living up to the standards prescribed herein, besides using your own good judgement in special cases, you will have done a great part in promoting and maintaining an already fine organization.....

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MUSICIANSHIP: LEADERSHIP: FOLLOWERSHIP: CHARACTER: CITIZENSHIP

The essence of the Band Program at North Scott Community High School.